

## **Committee Charge Rutledge Marine Lab**

### Lab Mission:

### Committee Role:

The Rutledge Marine Lab (RML) Committee is charged with advising and assisting the Star Island Corporation (SIC) CEO, through the SIC Staff Liaison and Island Naturalist to the RML, on RML operations and programs. The Committee will study the operations and goals of Star Island's RML, including its programs for conferences and educational outreach to other Island visitors, recommending improvements to SIC through the SIC Staff Liaison to the RML Committee.

### Responsibilities and Activities:

- Support and participate in the summer RML volunteer program, and if necessary, assist with the recruitment of the Island Naturalists.
- Work with SIC staff to help the operation of the RML and to support the Island Naturalists. Activities might include periodically assessing the needs of various audiences for RML visits and programs, providing advice on projects to serve current audiences, evaluating the children's programming, writing guides, (*e.g.*, how to set up the telescope, how to use other equipment), contributing social media posts, helping to update management handbook and summer programming, identifying opportunities to reach new Shoalers through seasonal programs, and strengthening collaborations with Shoals Marine Lab, the Seacoast Science Center, and schools.
- Survey RML activities and facilities and meet with the Island Naturalists when on Island and report back to the SIC Staff Liaison on lab needs, operations, and programs.
- Work with SIC staff on identifying sources of donations or funding for equipment when needed.
- Help to protect the biological heritage of Star Island, (*e.g.*, for new projects, provide advice upon request by the Staff Liaison on how to minimize impacts of construction and operation on the natural habitats of the Island, including recommending other experts who could provide valuable advice).
- Evaluate the RML Committee every two years to see whether the Committee structure matches SIC Strategic Plan Priorities.

### Expectations of Members:

RML Committee Members are asked to:

- Understand the Committee's responsibilities and activities and their relationship to the Star Island Corporation's Strategic Plan.
- Contribute a minimum of 20 hours of service (including meetings) per year; more is welcome as needed.
- Participate in meetings to discuss progress and plans and to provide constructive input to the liaisons and Island Naturalists.
- Participate in activities and tasks outside of meetings to fulfill the role of the Committee.
- Be an Ambassador for the Committee and its work.

### Member Terms:

Members have three-year terms that may be renewed for one additional three-year term, unless otherwise approved by the CEO. Expired members may return as advisors.

### Committee Composition:

Between 6 and 10 persons as needed to fulfill the Committee's responsibilities and activities. One member, chosen by the CEO, will serve as Chair. Two members may be approved as co-chairs. The Board will appoint a Board Liaison as a non-voting member and the CEO will appoint a Staff Liaison as a non-voting member. The Committee also should include the Island Naturalists as liaison from June through August. The Island Naturalists' participation is optional at other times.

The Committee may also include advisors with specific experience or knowledge. Advisors are non-voting and must be approved by the CEO each year.

Ideally, RML Committee members should have experience on Star Island and have visited the RML often, participated in RML programs, or served in the RML as staff or as a volunteer. Professional experience in one or more natural sciences and an educational background is preferred.

### Meeting and Reporting:

- Monthly phone/video conference meetings (1-2 hours in duration) for the months of January-May each year;
- An in-person meeting on-Island or at a designated meeting location, (*e.g.*, Portsmouth SIC office) each year, usually during the summer;
- One or two phone/video conference meetings in the fall to wrap up the season; and
- Other meetings as decided by the group.
- Minutes of meetings will be taken and available to the Board and Staff.
- Submitting an Annual Report on accomplishments over the past year that were strategically vital. The Annual Report will be provided to the SIC office for inclusion in the packet for the SIC's Annual Meeting.

### Approved Date:

3/6/2024